

CONFIDENTIAL

AUG 8 1980

MEMORANDUM FOR: Chief, [REDACTED]
A&CD, OF

25X1

FROM: Chief, OER Administrative Staff
[REDACTED]

25X1

SUBJECT: OER Imprest Fund Revision

Reference: Your memo dated 23 July 1979
Subject: Change of Custodian of OER
Imprest Fund

1. It is requested that the provisions of the
OER Imprest Fund be revised to reflect the following:

Para 2 Ref - Please increase the
amount of Imprest Fund from \$500.00 to
\$700.00.

Para 2 Ref - Purpose: Taxis, POV's
in lieu of taxis; purchase of supplies
and material of an emergency nature;
postage and advances not to exceed
\$50.00 for official business and official
entertainment per [REDACTED] which
excludes reimbursement for meals for
individuals who have contractual employee-
employer relationship, government retirees,
invitees for employment who are on actual
per diem expense basis and other persons
entitled to per diem in addition to a fee
payment. Payment of registration fees to
locally held conferences and professional
societies, not to exceed \$50.00.

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Para 3 d (1) Ref - The aggregate pur-
chase from any one vendor does not exceed
\$50.00.

MORI/CDF Pages 1 - 3.

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SUBJECT: OER Imprest Fund Revision

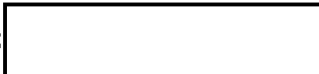
Para 3 h Ref - That advances for official business, not to exceed \$50.00, are authorized but must be accounted for within 48 hours.

2. All other provisions of the Fund will remain the same.



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OER/AS



(8 August 1980)

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Distribution:

- Orig. & 1 - Addressee
- 2 - OER/AS
- 1 - NFAC/PME/B & F

CONCUR:

See Memo dtd 9 DEC 1980

Director of Logistics

Date

CONFIDENTIAL

UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

VER Administrative Staff 4-F-29 HQS

EXTENSION

NO.

DATE AUG 8 1980

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. C/COPS/CB/A&CD/OF
604 Key Bldg.

OR

2. C/PROCUREMENT DIV
2620 B

2. Please review request for increase of Delegation of Procurement authority per attached memo to C/A&CD/Of dated 8/8/80. Also attached is a copy of the last concurrence memo date 11/25/58.

STAT

3. D/L

4. OF/A&CD/SAB
604 Key

5.

STAT

6.

7.

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9.

10.

11.

12.

13.

14.

15.

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FORM
3-62

610

USE PREVIOUS
EDITIONS

SECRET

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INTERNAL
USE ONLY

UNCLASSIFIED

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Finance Division

DATE: 25 NOV 1958

FROM : Acting Chief, Procurement Division

SUBJECT: ORR Imprest Fund

REFERENCE: Memorandum to Chief, Procurement Division
Dated 12 November 1958, Same Subject

This office concurs in the enlarged scope of the Imprest Fund to permit disbursement of petty cash for purchases of supplies and material of an emergency operational nature, provided:

- (a) The aggregate purchase from any one vendor does not exceed \$25.00.
- (b) The total purchases for any one month shall not exceed \$50.00.
- (c) The items are expendable and not normally available through the Agency supply system.



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Distribution:

- Orig. & 1 - Addressee
- 1 - DOA File (Official)
- 1 - AS/RR
- 1 - AS/OL for BO/OL
- 1 - PD/OL

OL/PD:  (24 Nov 58)

25X1-

~~SECRET~~*OK 8/58*